

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

VACANCY ANNOUNCEMENT

INTERNAL/EXTERNAL POSTING

SEPTEMBER 12, 2007

Title:	Training & Development Specialist	Position No.:	51370
Internal Title:	Quality Assurance/Training Manager		
Division:	Disability Services	Pay Grade:	14
Location:	Montana Developmental Center Boulder, MT	Union:	Non-Union
Status:	Perm/Full-time	Starting Date:	As soon as possible
Salary:	Supplement:		Yes
Salary: \$30,566 - \$37,092 annually depending on qualifications			

APPLICATION DEADLINE: Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632 no later than 5:00 p.m. September 28, 2007. Applications may be faxed to 406-225-4414 or e-mailed to Cbirtcher@mt.gov. Completed applications may also be submitted to your local Job Service office.

SPECIAL INFORMATION: Normal work schedule 8:00 a.m. to 4:30 p.m. with Saturday and Sunday off. The successful applicant will, however, be required to alter schedule as needed to provide training across shifts and days off.

Current certification of freedom from tuberculosis is required. A skin test will be provided by the Montana Developmental Center for persons able to use this test.

Facility policy restricts smoking to outdoor designated areas.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Personnel Officer at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

TYPICAL DUTIES:

Under general guidance and direction of the Administrative Services Director, the incumbent is responsible for developing, coordinating and, in many cases, presenting training and development programs to the facility staff. The quality and qualifications of all staff is affected by the incumbent's efforts. The incumbent is also responsible for quality control of the programs offered throughout the facility.

ESSENTIAL JOB FUNCTIONS:

- A. Provide oversight, planning and direction of organizational quality programs needed to assure documented compliance with licensing, legal and best practice standards. Provide feedback, recommendations and instruction to all staff regarding optimal client service. Ensure mechanisms are in place to track and prevent abuse/neglect issues. Design and utilize tools to gather input from clients, staff and other involved parties regarding client perceptions of service quality. Serve on the DPHHS Quality Council. Coordinate quality monitoring with the safety coordinator to ensure that optimal safety is maintained. Facilitate independent Human Rights Committee.

AN EQUAL OPPORTUNITY EMPLOYER

ESSENTIAL JOB FUNCTIONS: continued

- Coordinate quality monitoring with core team members to assure that services rendered meet client support needs while actively assuring protection of client rights. Review quality management tool results. Report findings to administration.
- B. Provide designated classes to improve and maintain staff competencies and skills. Coordinate training by subject matter experts, providing needed direction. Develop and manage staff orientation training. Supervise staffers that are in training. Represent the administration by demonstrating a client support philosophy that emphasizes client choice and a person-centered approach. Maintain qualifications as an instructor in Mandt, First Aid, CPR, among others. Provide resources for staff competency assessments. Assist supervisors in teaching needed daily work skills. Act as resource person for other staff in the use of training-related technology.
- C. Direct development and provision of staff training for the entire facility. Consult with supervisors, professional staff and line staff in assessing staff needs. Recommend responses to identified needs determine training needs. Develop, revise and update needed training and assessments. Obtain and use appropriate tools to develop training materials, such as multimedia and print. Provide methods to evaluate instructional quality and knowledge transfer to the work environment.
- D. Coordinate training opportunities from outside sources such as visiting consultants, teleconferences and external workshops. Consult with professional staff to provide and track training to both internal and external audiences. Provide follow-up consulting based upon identified needs. Act as site facilitator for the interactive video communications network node (MetNet), for the College of Direct Support system and for other distance learning systems, as appropriate. Obtain or develop tools to track staff compliance with training requirements. Obtain or develop tools needed to track quality compliance, such as trend data. Provide input into on-going development of Incident Management System. Maintain self-education through channels such as workshops, in-services and professional memberships. Coordinate and schedule use of training facilities and equipment for training and other uses. Delegate tasks as appropriate.
- E. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- F. Complies with HIPAA guidelines for Level 3 - information is that which includes very sensitive information about the client, such as diagnoses, Dr. orders, and Medical history information.

KNOWLEDGES, SKILLS AND ABILITIES:

Knowledge: Knowledge of the principles and practices of education; knowledge of curriculum design and development and competency testing; knowledge of research methodology; knowledge of teaching methods, in-service training models, methods and materials; knowledge of professional literature and research as they relate to developmental disabilities; knowledge of ethical standards, laws, and the principles and practice in the services, care, treatment and training related to developing and implementing training programs for persons with developmental disabilities; knowledge and understanding of care, treatment and training of persons with developmental disabilities including applied behavior analysis and principles and techniques of person-centered planning and delivery; knowledge of health, nursing care, and hygiene within an ICF/MR; knowledge of organizational techniques and practices.

Skills: Demonstrated teaching skills are required. Proficiency in the operation and maintenance of a variety of audio/visual equipment preferred; skill in training of adult learners; skill and demonstrated competency in behavior management techniques.

KNOWLEDGES, SKILLS AND ABILITIES: - continued

Abilities: Must have the ability to:

- 1) meet working conditions and physical demands of the job.
- 2) research and assess training needs, design training materials, methods and learning activities.
- 3) provide instruction and conduct training in a manner that increases staff skills and competencies in a variety of settings, including access of appropriate resources to meet ADA.
- 4) organize and prioritize work and coordinate schedules across multiple sections and shifts.
- 5) communicate effectively orally both one on one and in a teaching setting and in writing.
- 6) establish and maintain good working relationships with other employees across various disciplines, other agencies and other facility staff.
- 7) work effectively with persons with developmental disabilities.
- 8) secure and maintain appropriate instructor certification (e.g. First Aid, CPR, MANDT, etc.) Note: Mandt is a system for effectively managing people.
- 9) learn the use of a personal computer and associated software as well as other training technologies, as appropriate.
- 10) interpret laws, standards, and regulations.

EDUCATION AND EXPERIENCE REQUIRED:

Knowledge, skills and abilities are acquired through completion of a Bachelor's degree in Special Education, Education, Rehabilitation or a related field with at least two (2) years of related experience. Work with persons with developmental disabilities is preferred. Emphasis is given to developmental disabilities/special education specialties, research methodology, language and communications; teacher training/certification is highly desirable as is experience in staff training in a similar setting, program development/supervision for DD, other staff development/training activities or secondary/collegiate teaching experience.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at a grade 14 on the state's general pay plan. Eligible employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts," public employees retirement system, permanent/full-time employees receive fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, reference checks and an extensive background check. Application materials required are:

APPLICATION AND SELECTION PROCESS: - continued

1. Current employees of the Montana Developmental Center must submit a Bid Request Form.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax application to 225-4414 or e-mail to Cbirtcher@mt.gov. Applications may also be submitted to a Local Job Service Office.
3. Any relevant college transcripts, if not currently contained in the personnel file.
4. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of applications from the general public.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.

APPLICATION SUPPLEMENT INSTRUCTIONS:

Job Title: Training & Developmental Specialist
Application Deadline: September 28, 2007

Position #: 51370
Department: Department of Public
Health and Human Services

Please respond to the following listed supplement items. It is part of the evaluation process of applicants. Writing ability as well as content will be assessed through this supplement. Responses must be the applicant's own work, either legibly hand-written on plain or ruled paper, or typed on plain paper. In either case each page should be signed and dated by the applicant. Responses are due in Personnel not later than the closing date shown on the Vacancy Announcement.

1. List specific teaching experience(s), including level of students taught.
2. List any experience you have had specific to assuring work unit compliance to standards set by organization/state or federal mandate (quality assurance).
3. List any specific training or experience you have that would prepare you for speaking to/providing information to a large number of individuals.
4. List work experience with individuals with developmental disabilities and give a brief description of the major duties involved in each position held.

DO NOT REMOVE THIS PAGE FROM THE VACANCY ANNOUNCEMENT. IF YOU NEED A COPY, PLEASE CONTACT PERSONNEL.